



Arizona  
Department of Homeland Security  
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**Arizona Department of Homeland Security**  
**Reimbursement Instructions for Homeland Security Grant Programs**

1. Please double check that you have included the correct project information, project number and that the reimbursement request is complete and information is accurate. Call your Regional Strategic Planner to discuss any budget modification requests prior to the expense occurring.
2. Please provide a name and contact number on the reimbursement request cover page so that the Arizona Department of Homeland Security can contact you should there be any questions related to the reimbursement request.
3. If you are requesting a reimbursement for equipment or any other type of reimbursement, please provide an invoice and other internal documentation for purchase as well as reasonable documentation that demonstrates that the expense has occurred. Reasonable documentation can include a print screen of your internal financial system that includes a warrant/check number, a copy of a warrant/check, or an official letter signed by an authorized signer on appropriate letterhead indicating the warrant number, the date the warrant was issued, the vendor, and the amount of the warrant so that the actual warrant can be verified for audit or financial site visit purposes.
4. If you are submitting for reimbursement related to travel expenses for your agency, please provide a copy of the standard back-up documentation that your agency uses for travel purposes. Any travel-related costs included in a reimbursement request must adhere to the allowable rate guidelines for the State of Arizona. These guidelines are available on the State of Arizona General Accounting Office website (<http://www.gao.state.az.us/travel/>).
5. Each time you submit a Reimbursement Request, please provide a summary of the expenses on the attached cover page template signed by an authorizing official requesting the reimbursement. If necessary a memo can include appropriate warrant information if other back-up documentation is unavailable.
6. The completed Reimbursement Request should be sent to:  
Arizona Department of Homeland Security  
Finance & Administration  
1700 West Washington, Suite 210  
Phoenix, Arizona 85007

The most frequent errors include:

- Incorrect Math
- Incomplete back-up documentation demonstrating the expense has occurred
- No cover memo authorizing the requested reimbursement

We will accept reimbursement requests as often as monthly to help expedite the reimbursement process. These instructions are provided so that the reimbursement process can be completed as quickly as possible; however, if you have questions, please do not hesitate to contact anyone in the Division of Finance & Administration or your Strategic Regional Planner.